Log in to HealthHub® & activate your HSA

- Go to HealthHub.com. Select Employee Account Login.
- Enter your Username & Password. Click Login.

First-time users:
- If you are new to HealthHub, click on Register Now. Enter your Member ID (Your GWID number with the "G"), and make sure to enter your number without dashes or spaces.) Enter your zip code.
- Click Register.
- Create a username and password. Re-enter your password to confirm.
- Select a security question and answer.
- Enter your e-mail address.
- Click Confirm.

Activating your HSA:
- As an HSA accountholder you will have to agree to the online account terms and conditions. You will also have to provide the following information.
  > E-mail address
  > Health plan information – start date, coverage type, deductible amount
  > Beneficiary information – names, addresses and Social Security numbers
  > Personal account information – to link your HSA to a personal bank account for free deposits and withdrawals

*Note: To sign up for e-mail and online updates, follow the directions below.

Sign up for account notifications

- Log in to HealthHub.com. At the top of the screen, click on My Settings.
- Click on Notifications / Email Address.
  > If you want to receive e-mails, enter your e-mail address.
- Check off the notifications you wish to receive. From the drop down menus, click on how often you want to receive them.
- Click Submit.

View account balances & alerts

- On My Dashboard you will see any alerts on your account.
- Under My Accounts you can see your account balance.
- Click on View Account Details to see your most recent transactions.

View account details

- You can get to your account details in three ways.
  1. On My Dashboard scroll down to Financial Center- My Accounts.
  2. On the left side of the screen click on My Accounts and Services.
  3. At the top of the screen click on the Financial Center tab.
- When you click on View My Account, you can see the following information on your account.
  > Spending Summary – This displays as a pie chart. It breaks down your expenses in categories.
  > Recent Transactions – View the recent transactions on your HSA. This includes deposits, withdrawals and payments.
  > Recurring Transactions – You can see at a glance what you have set up for automatic contributions or payments.

Take action on your account

- On the left side of the screen, click on My Accounts and Services.
- In the Select Account drop down list, select Health Savings Account.
- On the left side of the screen, under My Account you can link to a number of actions.
  > My Profile – View and edit personal, insurance, beneficiary or dependent information.
  > Transactions – View by date, type or status.
  > Link My Bank Accounts – You link other bank accounts to your HSA. This will make it easy for you to make deposits into or withdrawals from your HSA.
  > Recurring Transactions – View what you have set up for automatic contributions or payments.
  > Make a Deposit – Contribute to your HSA from a linked bank account.
  > Make a Withdrawal – Withdraw funds from your HSA and direct them to a linked bank account.
  > Make a Payment – Pay a provider or merchant from your HSA.
  > My HSA Receipts – Upload receipts and link them to specific transactions.
  > Expense Manager – View, add and remove expense categories to track and manage your HSA expenses.
  > Investments – View and select from a variety of mutual funds for investing your HSA dollars. Once you have at least $1,000 in your HSA, you can open an investment account.
  > Fee Schedule – View any fees that apply to your HSA
- You can order another debit card for your spouse or dependent. From the left side of the screen, click on Manage My Debit Cards. Click on Order a Dependent Debit Card. Enter the spouse or dependent’s name and relationship.
- Click Submit. We will mail your card to your home address. You should receive it within 15 business days.
Make a payment
- From the left side of the screen, click on My Accounts and Services.
- In the Select Account drop down list, select Health Savings Account.
- From the left side of the screen, click on Make a Payment.
  **Step 1:** Enter the amount you want to pay. You can add a new payee with the [+ ] sign. Click Continue.
  **Step 2:** Enter the date the payment should be made (check date), date of service, amount to be paid and expense category. Mark if the expense is eligible. **Note:** The other fields are optional. Click Continue.
  **Step 3:** Review your payment. Click Submit. To make a change, click Previous.
  **Step 4:** Print a copy of your confirmation for your records.

Withdraw funds
- From the left side of the screen, click on My Accounts and Services.
- In the Select Account drop down list, select Health Savings Account.
- From the left side of the screen, click on Make a Withdrawal. **Note:** You will need to have a linked bank account to do this.
  **Step 1:** Enter the amount you want to withdraw and the linked account to which the funds should be directed. Mark if the expense is eligible. Select the expense category. Provide a brief description and the date the withdrawal should occur (origination date).
  **Step 2:** Review your withdrawal. Click Submit. To make a change, click Back.
  **Step 3:** Print a copy of your confirmation for your records.

Make after-tax contributions
- From the left side of the screen, click on My Accounts and Services.
- In the Select Account drop down list, select Health Savings Account.
- From the left side of the screen, click Make a Deposit. **Note:** You will need to have a linked bank account to do this.
  **Step 1:** Enter the amount you want to deposit into your HSA from your linked bank account. Enter the contribution year. Select the bank account. Provide a brief description and the date the deposit should occur (origination date). Mark if you want to repeat the transaction. Click Continue.
  **Step 2:** Review your deposit. Click Submit. To make a change, click Back.
  **Step 3:** Print a copy of your confirmation for your records.

Start investing
- From the left side of the screen, click on My Accounts and Services.
- In the Select Account drop down list, select Health Savings Account.
- From the left side of the screen, click on Investments. **Note:** The Investments screen will let you know if you are eligible to invest your HSA funds. You must have a balance of at least $1,000 to open an investment account.
  - To open an investment account, click Enroll Now.
  - Click that you have read the fees and agreement. Enter your initials as your electronic signature. Click Submit. **Note:** It may take up 48 hours to open the investment account.
  - Once your investment account is set up, you are then able to transfer funds between your HSA and investment accounts.

Link to useful tools
- On the left side of the screen, on My Dashboard, you will find the information and tools you need the most.
  - My Accounts and Services – the Financial Center and your account details
  - My Calendar – pending and historical transactions
  - My Documents – an archive of documents we sent you as well as account-related forms
  - Plan My Benefits – view and enter your plan information in the Benefits Center
  - My Health and Wellness – the Wellness Center where you can track your health and wellness
  - Shop Online – the Consumer Center allows you the convenience to shop online from a number of online vendors for your health care needs
  - My Settings – update your username, password, e-mail address and security question, as well as manage your notifications
  - My HealthHub Resources – points you to the Resource Center with educational materials, FAQs and more

Access account-related forms
- From the left side of the screen, click on My Documents.
- In the Filter Document Type drop down list, select HSA Forms.
  - You can download and print the following documents.
    - Contribution Coupon
    - Account Closure Form
    - Beneficiary Designation Form
    - Enrollment Verification Form
    - Trustee Transfer Form

Questions?
Contact Customer Service at 800.284.4885, 7am - 7pm, Monday - Friday and Saturday 9am - 2pm CT.

This material is for informational purposes only. Information is believed to be accurate as of the production date; however, it is subject to change. For more information about PayFlex, refer to HealthHub.com.